



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
Work SESSION
MONDAY, OCTOBER 17, 2016 – 6:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

OTHERS PRESENT: Bob Schwartz, City Manager; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Kendra Mayfield, Cheryl Ready, Aaron Robinson, Vivian Harris, Derek Harris, Students from Oxford College: Bella Wu, David Nifong, Abigael Maldonado-Figueroa.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.

Agenda – Attachment A

Honorary Councilmember

Mayor Roseberry announced Aaron Robinson of Wentworth Drive as the Honorary Councilmember for November as appointed by Councilmember Mike Ready.

Mayor's Announcements

Mayor Roseberry announced there will be a screening of the film, ROSENWALD, on Wednesday, October 26, 2016 at 7:30pm in Williams Hall on the Oxford College campus. Williams Hall is located beside the gym and swimming pool on campus. The filmmaker, Aviva Kempner will be present for a Q&A following the screening. This is free and open to the public. Roseberry announced that the cities will meet tomorrow with the BOC to discuss the 2017 SPLOST. Attachment B

Random Drug Test

City Manager Bob Schwartz presented a copy of the section of the Employee Handbook along with a recommendation to update this section to permit random drug tests of city employees. This item will be on the November agenda for a vote to add this one sentence. Attachment C

Annual City Council Retreat

Mayor Roseberry announced the annual retreat will be Friday, November 11, 2016. We will meet at "The Center" in Covington from 9 AM until 3 PM, gathering at 8:30 AM. Jim Dove and Mott Beck from NEGRC will facilitate the retreat.

Farmers Market

Mayor Roseberry asked that we review our regulations for the farmers market. Council was presented with a copy of the ordinance and the current application. After Q&A discussion Mayor Roseberry appointed a committee to review the current ordinance and application and come up with suggestions on how to expand and improve the Farmers Market. The committee will be chaired by David Eady; other members are Councilmember Melvin Baker, Daniel Parson from Oxford College and David Nifong of Oxford College. They will report back to Council at the November meeting. Attachment D

SPLOST 2017

Mayor Roseberry reported on the meeting that the mayors of Newton County held last week to discuss the 2017 SPLOST. As mentioned before Roseberry said he will be going into the meeting to ask for the city's fair share based on population of \$1,848,240. Attachment E

STREET RESURFACING

City Manager Bob Schwartz said the deadline for identifying the streets for resurfacing with GDOT funds is December 31, 2016. Schwartz presented a memo with a list of recommendations explaining there is a 30% increase this year in LMIG funding. Councilmember Eady asked Schwartz to provide a list of the top 10 – 12 streets that need resurfacing. He said there should be a list or record kept of past and present projects in order to gauge future projections. Councilmember Holt said that based on the figures presented it appears that Green Street is the one that will meet the city match. Holt also asked that Schwartz add a column to the report to show where the revenue will come from. Councilmember Eady and Windham expressed the need for sidewalks in various areas of the city. Schwartz will update the report and present it at the November meeting. Attachment F

Project Status and Engineer's Progress Reports

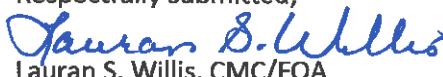
City Manager Bob Schwartz gave a brief update on the status of projects. There was discussion regarding the design study by the UGA students. Windham said he has received a pdf from Pratt Cassidy and is reviewing it. Eady asked where we are on the East Clark street project. Schwartz said he has the schematic and is reviewing the utilities, storm-drainage and other aspects. Eady asked if there will be options regarding the curb and gutters. LaTrelle Oliver asked if E. Clark is going to be a model which the city will use for future planning throughout the town center district. Hoyt Oliver asked if there is any timing on the city working on and demolishing the last house on Watson Street. Mayor Roseberry said it's being reviewed with the city attorney and the client's attorney. Attachment G

Citizen's Concerns and Comments

Vivian Harris asked for a status on the culverts by her house on West Soule Street. Schwartz said he has received the information from the engineer and is reviewing it.

There being no further business: The meeting was adjourned at 7:18 pm.

Respectfully submitted;



Lauran S. Willis, CMC/FOA

City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, OCTOBER 17, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Ready appointed Aaron Robinson, Wentworth Drive as the Honorary Councilmember for November.
2. **Mayor’s Announcements**
3. *** Random Drug Tests** – We recommend an amendment to our Employee Handbook to permit random drug tests of city employees. We have attached a copy of the section of the Employee Handbook along with the recommended change **marked in red**.
4. **Annual City Council Retreat** - We are planning the annual City Council retreat for Friday, November 11th. We will meet at “The Center” in Covington from 9 AM until 3 PM. Jim Dove and Mott Beck from NEGRC will facilitate the retreat.
5. *** Farmers Market** - Mayor Roseberry has asked that we review our regulations for the farmers market. We have attached a copy of the current application and the current ordinance.
6. **SPLOST 2017**- Mayor Roseberry will report on the meeting that the mayors of Newton County held last week to discuss the SPLOST 2017 vote.
7. *** Street Resurfacing** – The deadline for identifying the streets we are going to resurface with GDOT funds is December 31, 2016. We attached a Memo with recommendations.
8. *** Projects Status and Engineer’s Progress Reports** – Attached.

*Attachments



YOU ARE INVITED

Community members are encouraged to attend a screening of the film, Rosenwald, on Wednesday, October 26, 2016 at 7:30 pm in Williams Hall on the Oxford College campus. Williams Hall is located beside the gym and swimming pool on campus. The filmmaker, Aviva Kempner will be present for Q&A following the screening. This is free and open to the public.

You may know that Oxford, Georgia is home to a Rosenwald school, so this film has a particular relevance and connection to our own local history. For more information, please visit the website at www.rosenwaldfilm.org.



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, October 14, 2016
Re: Police for Random Drug Tests

Our Employee Handbook requires drug tests in certain circumstances, but does not explicitly authorize random drug tests.

We would like City Council to the line shown in red on the attached "Drug-Free Workplace" section in our Employee Handbook to authorize random drug tests.

ATTACHMENT

DRUG-FREE WORKPLACE

The City of Oxford has developed a policy to maintain a drug-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1988.

The following substances are covered by this policy:

- (1) Alcoholic beverages of any kind,
- (2) Controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, and stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- (3) **Exceptions.**
 - (a) Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs used in accordance with their instructions are not subject to the restrictions of this policy.
 - (b) However, employees are prohibited from using substances, drugs, or medication (including over-the counter medications) that cause drowsiness or other side effects that may impair an employee's capability to perform his or her job properly and safely. Each employee is obligated to inform, his or her immediate supervisor, or Department Head in the absence of the supervisor, of the use of any medications that may cause drowsiness or other side effects and impair the employee's ability to perform essential job functions.

The following activities are prohibited while an employee is on City premises or otherwise engaged in City business:

- (1) The manufacture, possession use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug.
- (2) The possession or consumption of alcoholic beverages.
- (3) Being under the influence of alcohol, illegal drugs, or substances in any manner during official City business, whether or not consumed on City premises and whether or not consumed outside of working hours.
- (4) Performing City duties while under the influence of alcohol or

controlled and/or illegal substances or drugs regardless of whether the employee is on or off the premises of the City.

- (5) An employee who engages in such behavior will be subject to disciplinary action, up to and including immediate termination, or, as a condition of continued employment, may be required to participate in and successfully complete drug or alcohol-abuse counseling or a rehabilitation program if necessary.

Off-premise Use

The following actions, even when not occurring on City premises, while performing City business, or during working hours, are considered to endanger the City's reputation for honesty, integrity, and safety:

- (a) Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs.
- (b) Any other actions involving alcohol or controlled or illegal drugs or substances that, in the opinion of management, endanger the City's reputation for honesty, integrity, and safety.

An employee who engages in these activities may be subject to disciplinary action, up to and including immediate termination. Employees who are convicted of controlled substances-related violations under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges, must inform the City in writing within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action, including termination from employment.

The City understands the importance of providing information concerning the locations of available drug counseling, rehabilitation, and the Employee Assistance Program. Accordingly, any employee who wishes to receive information about counseling, rehabilitation, and the City's Employee Assistance may request the information from the City Clerk/Administrator.

Upon recommendation of the Supervisor and concurrence of the City Clerk/Administrator, the City shall require employees to undergo appropriate tests designed to detect the presence of alcohol or drugs (i.e., blood test, urinalysis or hair analysis) where it has reason to believe that an employee may be under the influence of, or impaired by alcohol or drugs.

The City may also require such tests whenever necessary to protect the safety and health of its employees. For example, all employees involved in accidents occurring during the performance of City business or on City property that result in injuries requiring medical treatment to themselves or others or damage to property shall be subject to undergoing a drug test at the City's expense. The City may also require random drug tests of all city employees or of all employees within one department.

After an offer of employment has been extended to a City job applicant, post-offer drug testing (at the City's expense) will be required. Failure to successfully pass such testing will be grounds for withdrawing the offer of employment. Applicants who perform safety sensitive activities and CDL drivers shall be tested.

Consent to submit to such tests as the City may require, constitutes a condition of employment. Refusal to consent to a test when such test is required will result in disciplinary action, up to and including termination. All drug and alcohol testing will be conducted in accordance with applicable federal, state, and local directives

**CITY OF OXFORD, GEORGIA
APPLICATION FOR FARMERS' MARKET PERMIT**

DATE: _____

NAME: _____

BUSINESS NAME, IF APPLICABLE: _____

ADDRESS: _____

Phone: _____ EMAIL: _____

I am a resident of Newton County or of a county contiguous to Newton (Rockdale, Walton, Morgan, Jasper, Butts, or Henry).

I request permission to sell at the Oxford Farmers' Market produce which has been grown in Newton or a contiguous county by me, my family, and/or my employees.

I understand that sales at the Oxford Farmers' Market will be permitted during the daylight hours on Monday through Saturday from dawn to dusk.

I understand that each grower will be allowed to occupy up to 100 square feet (10' x 10') of space; if I need more space, I will notify Oxford City Hall staff.

I understand that growers are responsible for their own display equipment (tents, tables, booths, signs, etc.), and that at the end of each sales day, sales space must be secure and clean.

Whenever I participate in the Farmers' Market, I will display the Permit issued to me by the City of Oxford.

I understand that my Permit is not transferable to others. If my produce is presented by a family member, employee, or other person at the Farmers' Market, that person must display my Permit, and must have in his/her possession a written statement from me authorizing him/her to sell my produce.

I have signed the Release Form (attached), by which I release and discharge the City of Oxford from any and all liabilities which might arise from my participation in the Farmers' Market. I grant to the City of Oxford permission to verify information I have provided.

SIGNED: _____

PRINT NAME: _____

**CITY OF OXFORD, GEORGIA
FARMERS' MARKET – RELEASE FORM**

RELEASE executed on _____ (date) by

_____ (name) of _____ (address)

_____ (city, zip code), _____ County, Georgia ("Releasor")

to THE CITY OF OXFORD, GEORGIA, a political subdivision of the State of Georgia, whose address is 110 West Clark Street, Oxford, (Newton County) Georgia, 30054-2274 ("The City").

RECITALS

- A. THE CITY OF OXFORD, GEORGIA owns an unimproved greenspace lot on Emory Street in the City of Oxford, adjacent to the Oxford Post Office. The City desires from time to time to allow "local" (defined as those being residents of Newton County and only those counties contiguous to Newton) farmers and produce growers to participate in a "Farmers' Market," with sales allowed Monday-Saturday during daylight hours, and located upon such lot.
- B. _____ (Releasor) is a local farmer or produce grower whose farm or plot of land is located within Newton County or those counties contiguous to Newton (Rockdale, Walton, Morgan, Jasper, Butts, Henry), and all of whose products are grown within Newton County or those counties contiguous to Newton.
- C. Releasor shall, from time to time, and under such regulations as may be acceptable to the Mayor and City Council of the City of Oxford, be permitted to sell his or her produce at said "Farmers' Market," with sales allowed during daylight hours Monday – Saturday.
- D. This permission granted may be revoked or amended by the Mayor and City Council of the City of Oxford, without notice and with or without cause. Misrepresentation of address or of origin of produce offered for sale may subject Releasor to legal penalties as provided by the City of Oxford Code of Ordinances. Releasor grants to The City permission to verify information provided in this release document.

In consideration of the above, the receipt and sufficiency of which is acknowledged by Releasor, and the further consideration of the benefit to Releasor arising out of the above-mentioned "Farmers' Market," the above releases and discharges the City from any and all claims, demands and causes of action that may arise as a result of the above-described "Farmers' Market." This release shall inure to the benefit of the City and shall bind Releasor and all heirs, legal representatives, assigns and successors in interest of Releasor to the above.

Releasor has executed this release at Oxford City Hall, 110 West Clark Street, Newton County Georgia, 30054-2274, on the day and year first above written.

(Signature)

(print) _____ Releasor

Witness:

Office of Oxford City Clerk

STATE OF GEORGIA
COUNTY OF NEWTON

ORDINANCE

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF OXFORD TO AMEND CHAPTER 32: ARTICLE 1: SECTION 32-106: NON-LICENSED SALES ORDINANCE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Oxford, Georgia, hereinafter referred to as the ("City") pursuant to O.C.G.A. Sec. 36-35-3 known as the "Home Rule for Municipalities", is authorized under paragraph (a) of the rule to adopt clearly reasonable ordinances, resolutions or regulations related to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the Mayor and Council of the City of Oxford deem it in the best interest of the government, the residents of Oxford and the public to amend its Non-licensed Sales Ordinance to provide an Oxford Farmers' Market and for the licensing of sales by peddlers, all as more specifically set out in the City of Oxford, Code of Ordinances; and

WHEREAS, the efficient and cost effective management of the City, and the provision for the provision of an Oxford Farmers' Market and the proper licensing of peddlers is in the best interest of the government and of the public; and

WHEREAS, the City desires to amend Chapter 32: Article 1: Section 32-106: Non-licensed Sales, by amending Section 32-106: Non-licensed Sales, as follows:

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Oxford that Chapter 32: Article 1: Section 32-106: Non-licensed Sales, be amended as follows:

(Proposed changes in *bold italics* herein.)

Section 32-106 Non-licensed Sales

1. **Purpose.** To preserve conditions of health, safety, and appropriate community standards in the City of Oxford by providing for the regulation of items offered for sale to the public in residential districts of the City.
2. **Definitions.**
 - A. **For Sale.** Offerings to the public by signs, advertisements, or other public notices of goods and items for purchase.
 - B. **Yard or Garage Sale.** Advertised sales of household items on the premises of property owner and/or tenant(s) of a residence.
 - C. **Multiple Family Yard or Garage Sale.** Advertised sales of household items by two (2) or more residents of Oxford, on the premises of one or more property owners or tenants belonging to the group sponsoring the sale.
 - D. **Seasonal Produce.** Vegetables, fruits, flowers, nuts, grains, and other produce grown by the owner of the property whereon they are offered by sale to the public.
 - E. **Motorized Vehicles.** Any vehicle operated by gasoline or diesel-fueled motor, including but not limited to automobiles, trucks, tractors, boats, motorcycles, all-terrain vehicles, campers, jet skis, lawn mowers, etc.
 - F. **Customary Appurtenances.** Attachments normally used with motorized vehicles, including but not limited to trailers, plows, mower decks, campers, etc.
 - G. **Civic Organizations.** Chartered non-profit organizations including but not limited to civic clubs, churches, historical societies, Scouts, garden clubs, etc.
 - H. **Residential District.** Properties zoned as Residential on the Official Zoning Map of the City of Oxford.

- I. **Farmers' Market. Seasonal market sponsored by City of Oxford, located on City property, and open for sales of farm and garden produce grown by residents of Newton County and counties contiguous to Newton.**
3. **Notification of Non-licensed Sale Required.** Any person(s) or civic organization(s) offering non-licensed items for sale with the City limits of Oxford must notify City Hall staff of such sale, on form available from City. This notification form must include:
 - A. Proposed date(s) of sale;
 - B. Address of property on which sale is to be conducted;
 - C. Name(s) and telephone number(s) of person(s) conducting sale;
 - D. Type(s) of item(s) or goods to be offered for sale. Notification form is appended to this Ordinance.
4. **Items Permitted to Be Offered "For Sale".** The following categories of items may be offered for sale by Oxford residents in residential districts of the City of Oxford:
 - A. **Yard or Garage Sale Items, by Single Family or Multiple Families, on the Premises of at Least One (1) Property Owner or Tenant.** Yard or garage sales may be conducted for a period of no more than two (2) consecutive days. Yard or garage sales on any given property are limited to one (1) sale every six (6) months. Persons conducting yard or garage sales are limited to one (1) sale every six (6) months, regardless of location(s) of such sales. Signs must conform to Oxford Sign Ordinance, and must be signed and dated by all persons offering items for sale. No signs may be attached to any tree, bush, utility pole, street sign or stop sign. Signs must be removed within twenty-four (24) hours after the conclusion of the yard or garage sale. No signs may be placed within the Oxford City limits advertising yard or garage sales outside of the City limits. *(Amended 7/10/06)*
 - B. **Yard or Bazaar Sales by Non-profit, Chartered Civic Organizations.** Time and sign regulations will be the same as for individual, family, or residential group-sponsored sales. Sales by civic organizations may be held on public or institutional premises, and may include for sale foods and seasonal items from non-residents of the City of Oxford.
 - C. **Seasonal Produce Offered for Sale In Season.** Seasonal fruits, vegetables, nuts, grains, and other produce may be offered for sale in season. Such produce must have been grown by the owners of the property whereupon it is offered for sale. Signs offering produce for sale must conform to the Oxford Sign Ordinance. No fruit or vegetable stand offering for sale produce other than that grown by the property owner (or owner's family members) may be operated in residential districts of the City of Oxford.
 - D. **Motorized Vehicles and Appurtenances.** Motorized vehicles and appurtenances must be the property of the owner(s) or tenant(s) of the property whereon they are offered for sale. No more than one (1) motorized vehicle, with its customary appurtenances, if any, may be offered for sale at a time. If appurtenances such as campers, trailers, etc., are offered for sale without a vehicle, no more than one (1) such appurtenance may be offered for sale at a time.
 - 1) **Licensing Required.** Any motorized vehicle required by the State of Georgia to be licensed must be in operative condition and must display a current, valid license. This includes but is not limited to cars, trucks, motorcycles, boats, etc. Any motorized vehicle offered for sale in inoperative condition or without current license will be classified as a "junk car" subject to the relevant ordinance of the City of Oxford.
 - 2) **Time Limit.** Motorized vehicles and/or their appurtenances may be displayed for sale for a period of no longer than two (2) months. "For Sale" signs must be dated and signed by the owner to show the date of first offering for sale. A period of at least six (6) months must elapse before the same vehicle, or any other vehicle or appurtenance, may be offered again for sale upon the same premises.
 - E. **Farmers' Market. The City of Oxford may, at its discretion, operate a Farmers' Market on premises owned by the City. Such Farmers' Market shall be subject to the following regulations:**
 - 1) **Farm and garden produce offered for sale must have been grown by residents of Newton County and/or of those counties contiguous with Newton County.**
 - 2) **Growers who wish to sell at the Farmers' Market must register with the office of Oxford City Clerk, and must sign a release form absolving the City of any liability in connection with such sales.**
 - 3) **The office of City Clerk will issue to the grower a permit, which must be on display at time of sales through Farmers' Market.**
 - 4) **Persons selling at Farmers' Market are responsible for their own displays (tables, pickups, tents, etc.) Normally, each person selling may occupy 100 square feet (10'x10') of space. Those requiring more space should notify City Hall in advance.**
 - 5) **Spaces used for sales must be kept free of litter. At the end of a sales day, spaces must be left clean.**

6) Sales of produce are permitted during hours set by City.

F. Items Prohibited from Offerings for Sale. Any and all items, goods, and services not expressly permitted by this Section to be offered for *unlicensed* sale in residential districts are prohibited from being publicly offered for sale. *Licensed sales by peddlers are addressed in Chapter Four, Section 4-115, of the Code of Ordinances of the City of Oxford.*

5. Penalties. Violations of any provision of this Ordinance shall be subject to cease-and-desist orders by designated officers of the City of Oxford, including Police Officers, Maintenance Supervisors, Mayor or members of Oxford City Council. Such violations shall also be considered as offenses subject to penalties established by the Code of Ordinances of the City of Oxford.

(Adopted 2/2/04; Amended 12/5/05; Amended --/-(2008)

Section 2. Severability

If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

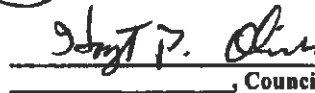
Section 3. Effective Date

This Ordinance shall be in full force and effect immediately upon and after its final passage.

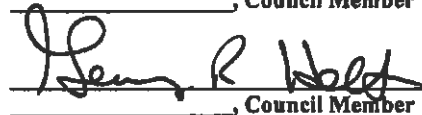
SO ORDAINED this 24th day of May, 2009.

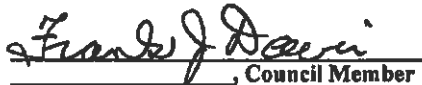
CITY OF OXFORD


Jerry Roseberry, Mayor

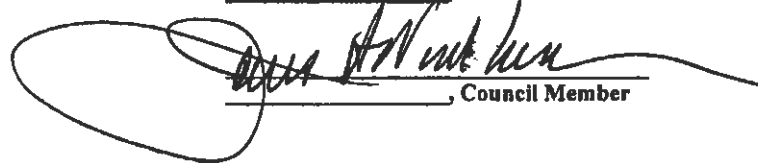

Council Member


Council Member

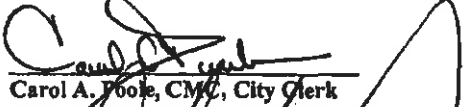

Council Member


Council Member


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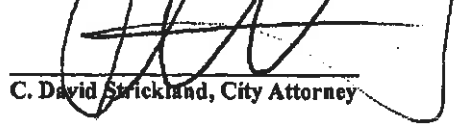

Council Member

ATTEST:



Carol A. Poole, CMC, City Clerk

APPROVED AS TO FORM:



C. David Strickland, City Attorney

{The Seal of the City of Oxford, Georgia}

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

RECEIVED
JUN 13 2016

June 1, 2016

Mr. Jerry Roseberry, Mayor
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

RE: Fiscal Year 2017 Local Maintenance & Improvement Grant (LMIG) Program

Dear Mayor Roseberry:

We are pleased to announce that the Department will begin accepting applications for the Fiscal Year 2017 LMIG Program on July 1, 2016. Thanks to the passage of House Bill 170 (Transportation Funding Act of 2015) local governments should see approximately a 30% increase in their allocation this year. Please complete the attached application along with your Project Report form containing the road name, length of project, termini, type of work, project cost and construction let date. As a reminder, please mail your application package to the Tennille District Office at P.O. Box 8, Tennille, Georgia 31089 Attn: Barry Wood instead of the Local Grants Office in Atlanta. All LMIG applications must be received in the District Office no later than January 1, 2017.

Your formula amount for the 2017 Program is \$23,870.46. Each local government is required to match this formula amount in accordance with Code Section 48-8-244(d). The General Guidelines and Rules and other pertinent reports can be found on the Department's website at www.dot.ga.gov/ps/local/lmig. We must receive a satisfactory status letter of your previous LMIG Grants before approval can be given on your FY 2017 application. Random audits will be conducted and a satisfactory status of your previous LMIG Grants must be received before approval can be given on your FY 2017 application.

If you should have any questions regarding the LMIG Program please contact the Local Grants Office in Atlanta at (404) 347-0240. Thank you for your attention and cooperation in this matter.

Sincerely,

Handwritten signature of Russell R. McMurry in blue ink.

Russell R. McMurry, P.E.
Commissioner


RRM:TLG
Attachments

Cc: Mr. Jimmy Smith, P.E.; Hon. Rick Jeffares; Hon. JaNice VanNess; Hon. Dave Belton; Mr. Robert Brown; Files

6-13-16
gpa



Memo

To: City Council
From: Bob Schwartz, City Manager 
Date: Friday, October 14, 2016
Re: Street Resurfacing

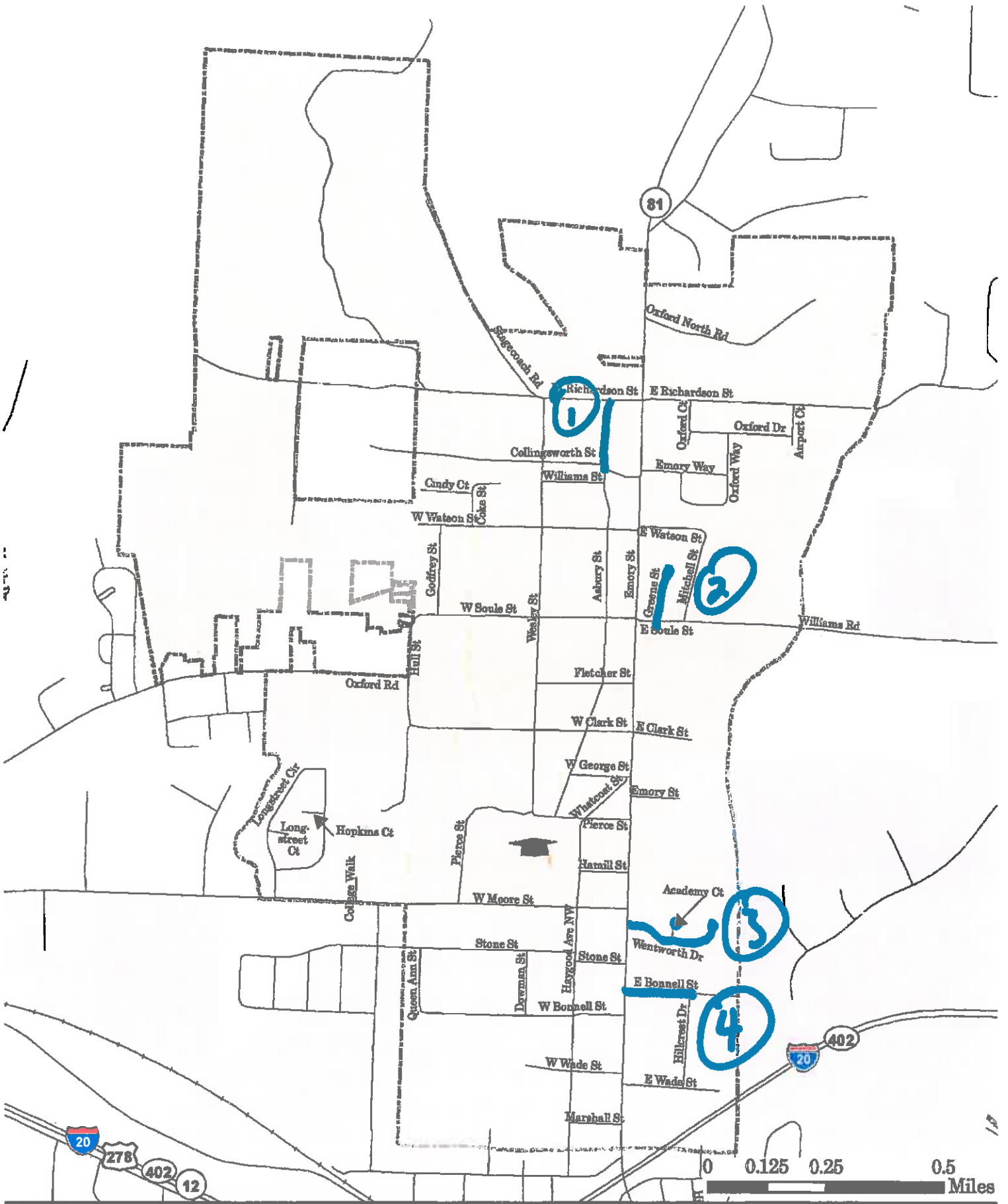
Each year we select one or two streets to be resurfaced or repaired with our funding from GDOT. This year the funding is \$23,870.46. We budgeted \$19,000. We also budgeted \$81,000 from the capital projects fund for a total of \$100,000. But that's not all. The SPLOST 2011 agreement specifies that any overage will be used for transportation. We have been using our SPLOST 2011 receipts to reimburse the capital projects fund for the Emory and Asbury water line project. We will have fully repaid the capital projects fund this fiscal year and will have about \$124,000 in excess funds available by the end of the fiscal year (June 30, 2017).





So, we have a potential of \$224,000 available for street resurfacing. There is no reason to spend it all at once or even right away. We are required to submit a project list for the GDOT funds (\$23,870 + local share of \$7,161 = total project of \$31,031) by December 31, 2016.

We have several streets that need resurfacing. We've listed them below along with the cost. We will continue to rely on Newton County for the labor and equipment with our budget covering the asphalt. The estimated price of \$110 per ton is the asphalt plus delivery.

Map	Project	Length	Width	Sq Ft	Sq Yd	Pounds	Tons	Cost/ton	Cost
1	Asbury	721	12	8,652.0	961.3	422,986.7	211.5	\$110.00	\$23,264.27
2	Green	620	19	11,780.0	1,308.9	575,911.1	288.0	\$110.00	\$31,675.11
3	Wentworth	1,700	26	44,200.0	4,911.1	2,160,888.9	1,080.4	\$110.00	\$118,848.89
4	E. Bonnell	714	16	11,424.0	1,269.3	558,506.7	279.3	\$110.00	\$30,717.87
									\$204,506.13

We would like to make this selection at the November Council meeting.



-  Oxford Shared-Use Path
-  Covington Parcels
-  Streams
-  Oxford College

OXFORD, GEORGIA



NEGRC
 NORTH EAST GEORGIA
 REGIONAL COMMISSION
Geographic Information System



1 Trails ^{2nd} George Street Trail

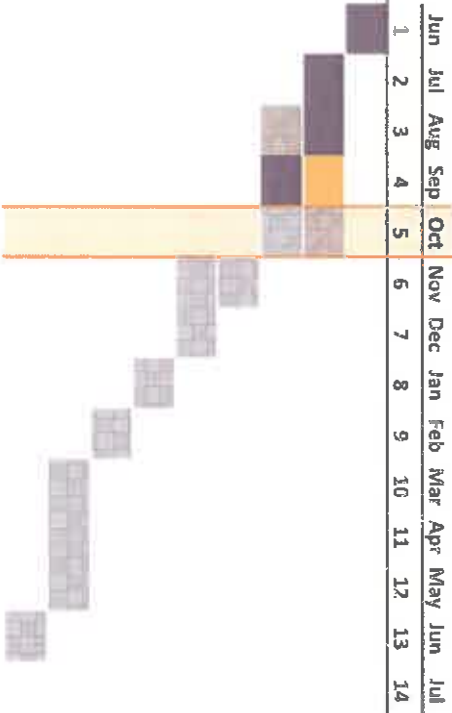
FY2017 - \$115,000

Period Highlight: 5

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE	PERIODS														
	START	DURATION	START	DURATION		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Mapping	1	1	1	1	100%															
Structural engineering	2	2	2	4	90%															
Complete design	4	2	4	0	50%															
Design approved by City Council	6	1	0	0	0%															
Prepare construction drawings	6	2	0	0	0%															
Advertise for Bids	8	1	0	0	0%															
Award Bids	9	1	0	0	0%															
Construction	10	3	0	0	0%															
Final Inspection	13	1	0	0	0%															

Plan Actual % Complete



2 Cemetery Mapping

FY2017 - \$6,800

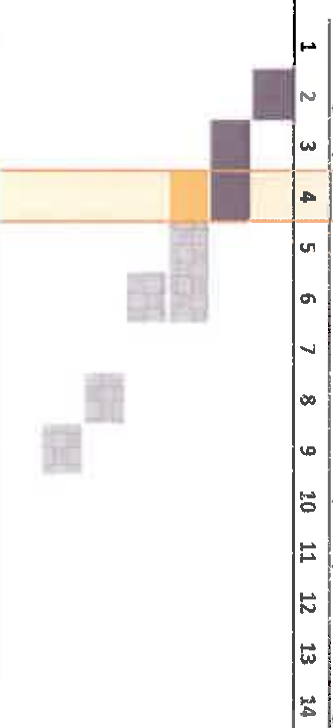
Period Highlight: 4

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO to Len Strozler	2	1	2	1	2	1	2	1	100%
GPS and ground radar mapping	3	2	3	2	3	2	3	2	100%
Prepare map	5	2	4	1	4	1	4	1	100%
Install Markers	6	1	0	0	0	0	0	0	0%
Report at annual Cemetery Assoc Meeti	8	1	0	0	0	0	0	0	0%
Project Complete	9	1	0	0	0	0	0	0	0%

PERIODS

1 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug



Should deliver map to Lauran by October 21.

3 Clerk's Office Projects

FY2017 - \$27,000

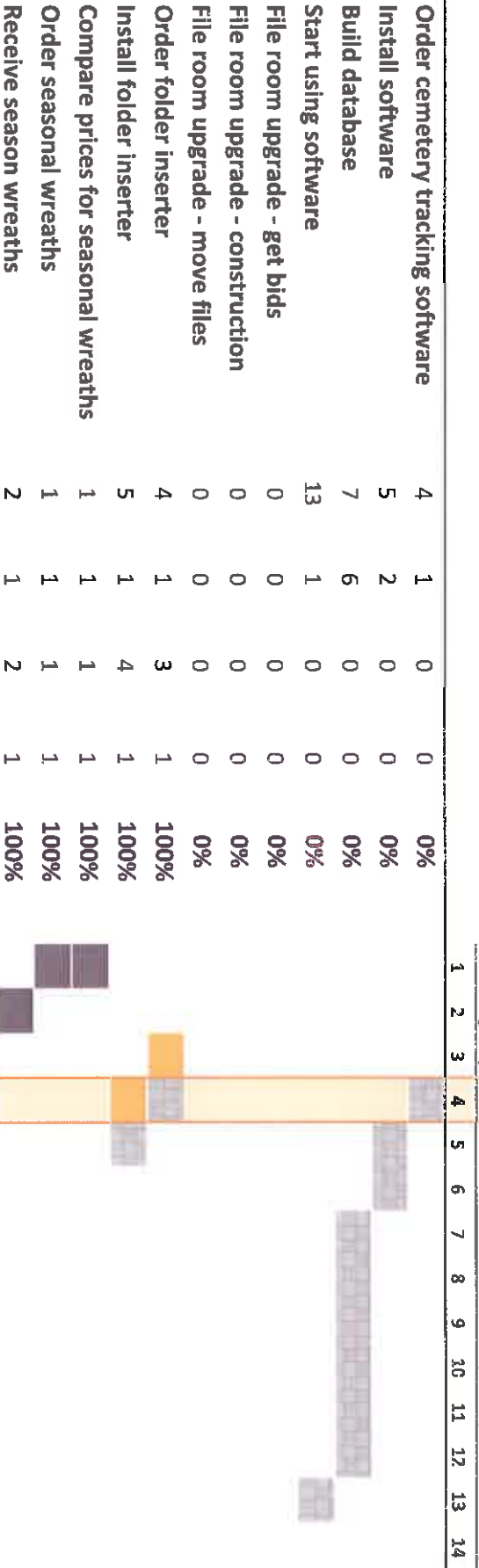
Period Highlight: 4

ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

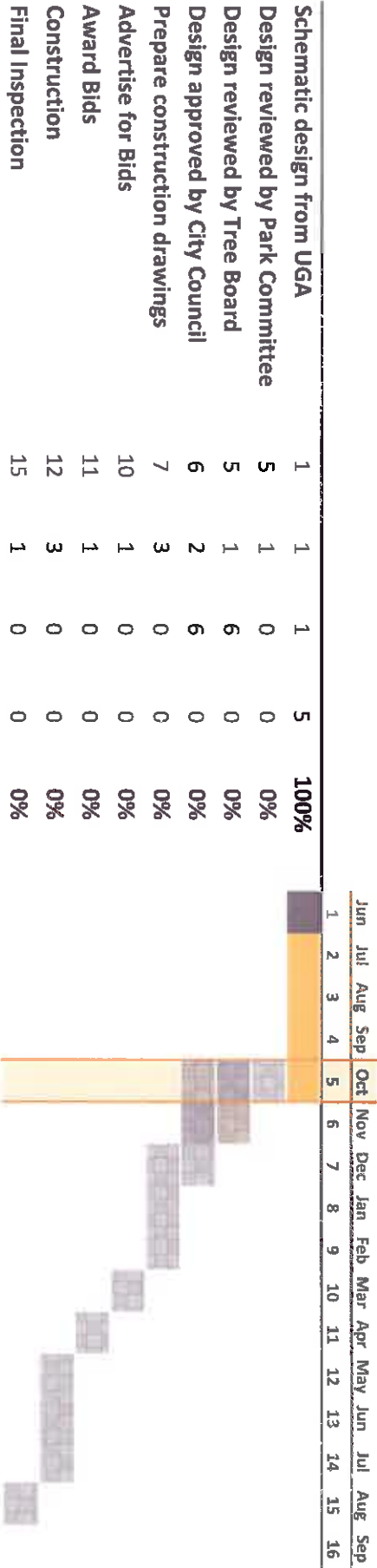


5 City Parks - Asbury Street Park

FY2017 - \$150,000

Period Highlight: 5

ACTIVITY PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE



Plan Actual % Complete

PERIODS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep

E Clark Street

FY2017 - \$450,000

Period Highlight: 5

ACTIVITY

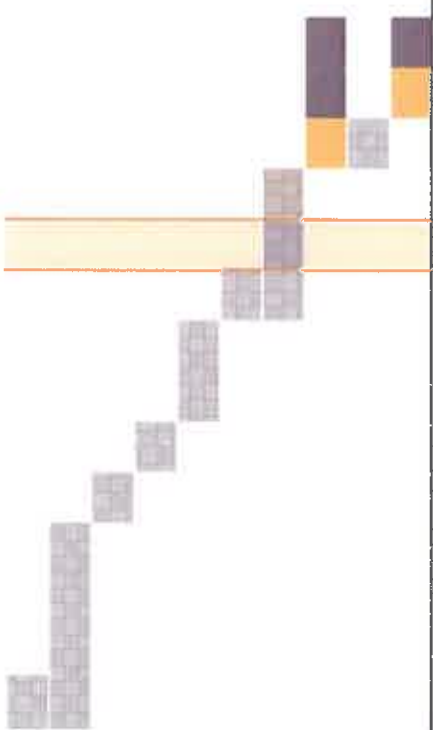
PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Get approval to demolish buildings	1	1	1	2	100%
Demolish buildings	3	1	0	0	0%
Complete electrical design	1	2	1	3	100%
Complete Design	5	2	5	0	0%
Design approved by City Council	6	1	0	0	0%
Prepare construction drawings	7	2	0	0	0%
Advertise for Bids	9	1	0	0	0%
Award Bids	10	1	0	0	0%
Construction	11	4	0	0	0%
Final Inspection	14	1	0	0	0%

PERIODS

Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul

Plan Actual % Complete



7th Electric System Improvements

FY2017 - \$100,000 Utility Pole Replacement W/ Richardson & Wesley

Period Highlight: 4

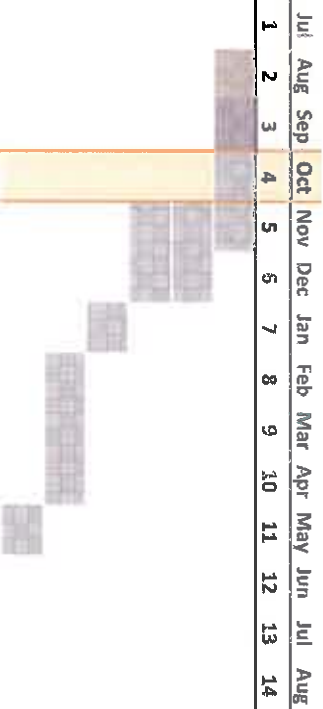
ACTIVITY

PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan	3	3	3	0	0%
Bids on materials	5	2	0	0	0%
Bids on labor	5	2	0	0	0%
Award bids, issue PO	7	1	0	0	0%
Construction	8	3	0	0	0%
Final Inspection	11	1	0	0	0%

Plan Actual % Complete

PERIODS

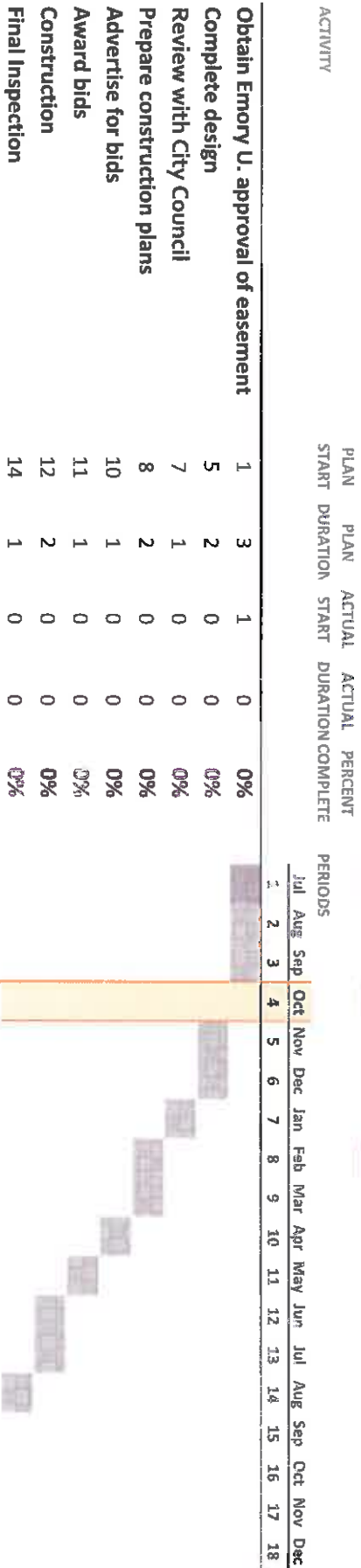


8. Moore Street Sidewalk

FY2017 - \$175,000

Period Highlight: 4

Plan Actual % Complete



9. I-20 Bridge; Emory St Sidewalk

FY2017 - \$10,000

Period Highlight: 4

ACTIVITY

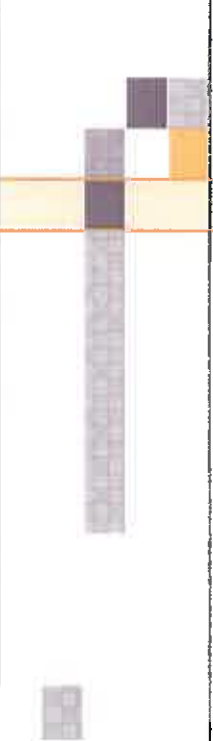
PLAN PLAN ACTUAL ACTUAL PERCENT
START DURATION START DURATION COMPLETE

PERIODS

Plan Actual % Complete

1 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
DOT completes review appraisal	2	1	3	1	100%
Complete intergovernmental agreemen	2	1	2	1	100%
Obtain easements	3	8	4	0	26%
Construction starts	14	3	0	0	0%



Met with 6 of 8 driveway easements
2 of 8 signed

Met with 9 of 11 ROW acquisitions
3 of 11 signed

13. Street Repairs FY16

\$32,000

Period Highlight: 17

ACTIVITY PLAN START DURATION PLAN START DURATION ACTUAL START DURATION ACTUAL DURATION PERCENT COMPLETE

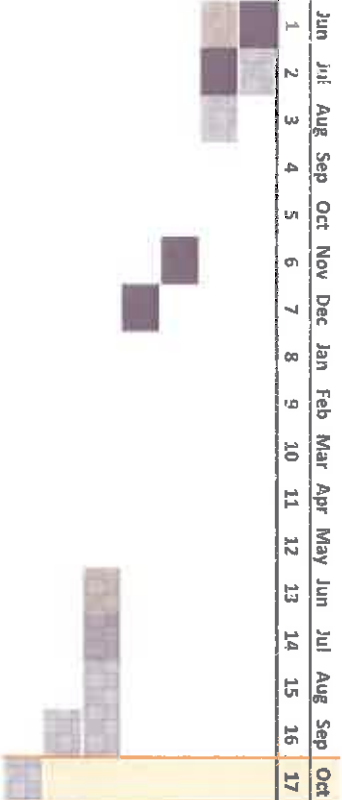
ACTIVITY	PLAN START	PLAN DURATION	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	1	1	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	2	2	0	0	0	25%
Discuss scope at work session	6	1	6	1	6	1	1	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	7	1	1	1	100%
Schedule paving with Newton County	14	3	14	0	14	0	0	0	0%
Final Inspection	16	1	0	0	0	0	0	0	0%
LMIG Project closure to DOT	17	1	0	0	0	0	0	0	0%

Plan

Actual

% Complete

PERIODS

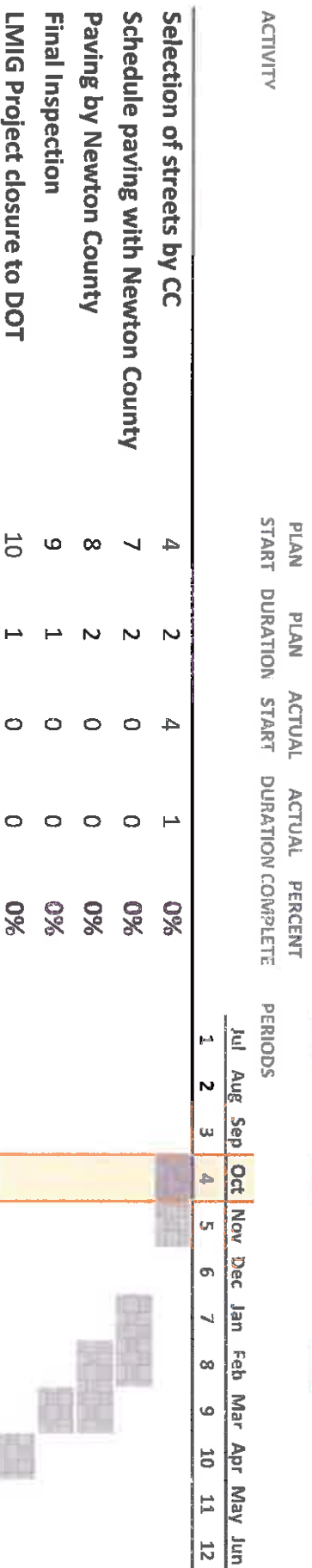


13. Street Repairs FY17

\$100,000

Period Highlight: 4

Plan Actual % Complete



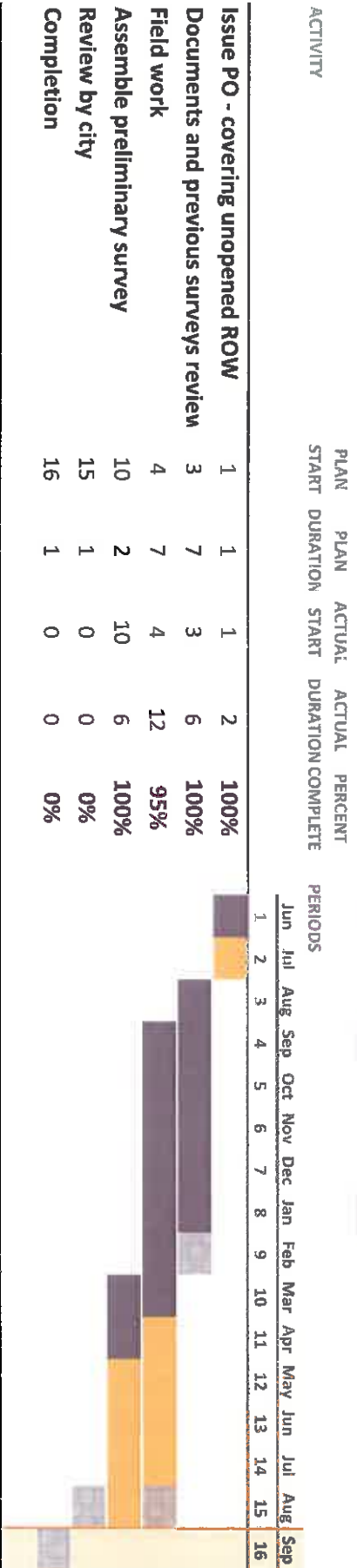
PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
1 2 3 4 5 6 7 8 9 10 11 12

16. Survey of ROW

40000 - FY16 & FY17

Period highlight: 16



Preparing final copies of the plat.

15. Utility Pole Inspection & Replacement

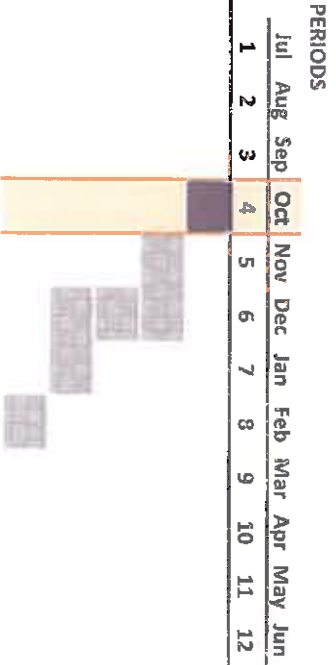
\$35,000

ACTIVITY

ACTIVITY	PLAN	PLAN	ACTUAL	ACTUAL	PERCENT
	START	DURATION	START	DURATION	COMPLETE
Contract with inspection company	4	1	4	1	100%
Pole inspection	5	2	0	0	0%
Review list of poles to be replaced	6	1	0	0	0%
Replace poles	6	2	0	0	0%
Final Inspection	8	1	0	0	0%

Period Highlight: 4

Plan Actual % Complete

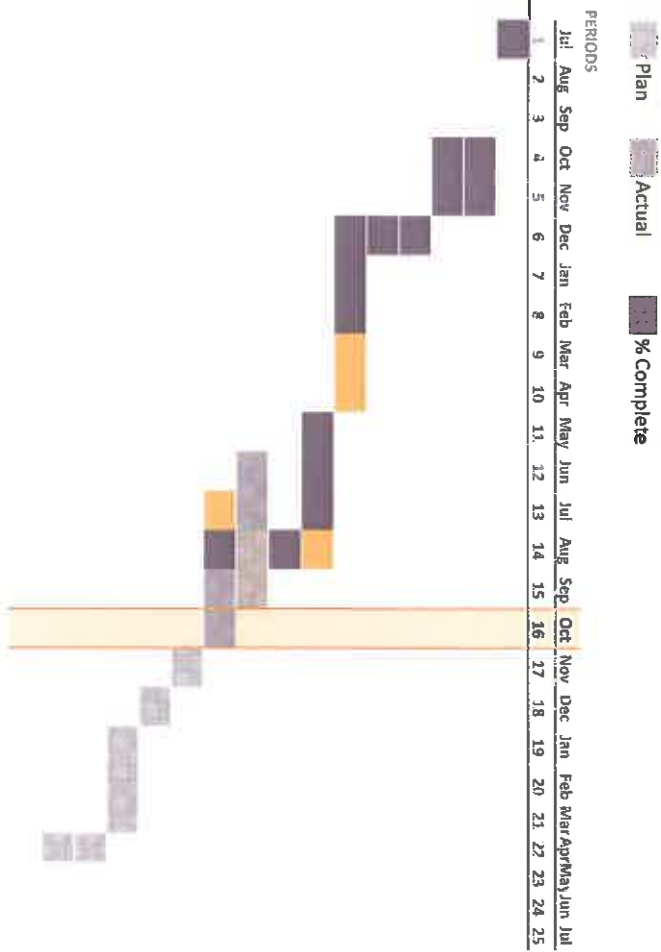


17. Sewer System Improvements

\$525,000

Period Highlight: 16

ACTIVITY	PLAN		ACTUAL		PERCENT COMPLETE
	START	DURATION	START	DURATION	
CC discuss selection of areas with city council	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	3	6	5	100%
Surveying and mapping	11	3	11	4	100%
GEFA loan approval - Aug 23?	14	1	14	1	100%
CAD mapping	12	2	12	4	0%
Design and prepare plans	14	3	13	4	50%
Plans review by City	17	1	0	0	0%
Advertise for bids	18	1	0	0	0%
Construction	19	3	0	0	0%
Final Inspection	22	1	0	0	0%
Notification to owners and start taps	22	1	0	0	0%



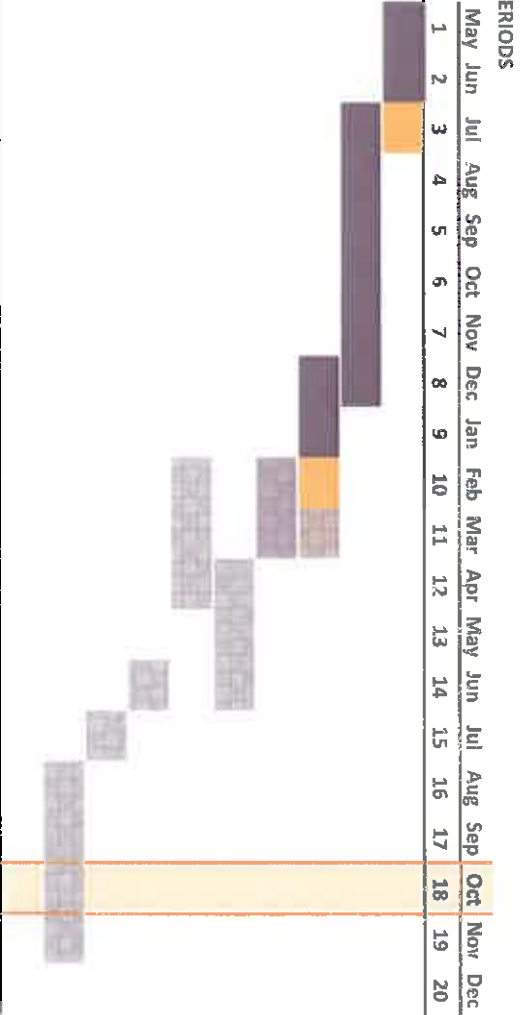
18. Whatcoat Street

\$300,000

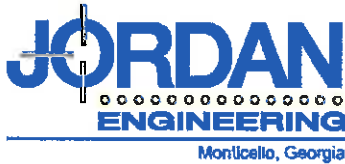
Period Highlight: 18

ACTIVITY	PLAN		ACTUAL		PERCENT	
	START	DURATION	START	DURATION	COMPLETE	COMPLETE
Base Mapping	1	2	1	3	100%	
Design	3	6	3	6	100%	
Construction Plans	8	2	8	4	90%	
Review with OXC	10	2	10	2	0%	
GDOT review	12	3	0	0	0%	
City review	10	3	0	0	0%	
Advertise for bids	14	1	0	0	0%	
Award bids	15	1	0	0	0%	
Construction	16	4	0	0	0%	

Plan Actual % Complete



On Hold



Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

October 13, 2016

Re: Monthly summary – September activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in September 2016:

1. General Support
 - a. Prepared the August monthly summary.
2. George Street trail
 - a. We responded to minor questions from the structural engineer. I've recently send him a request for an expected completion date for his design so that we can incorporate it into ours and begin the process of getting bids for construction.
3. Right-of-Way survey project
 - a. Right-of-way platting document is essentially complete.
 - b. Crews returned to the site to collect a few final building corner and structure locations.
 - c. We have returned to the site(s) to relocate one or two corner monuments that were modified at the last plat revisions.
 - d. Final copies of the plat are being prepared for recording with Newton County Clerk.
4. N. Emory Street Sewer Extension (Areas 1 and 3)
 - a. Following collection of better depth and location information for the AT&T concrete duct bank along N. Emory Street by City forces, we completed an updated route survey and design for a new outfall/connection location at Academy Court.
 - b. Work is proceeding on sewer construction drawings.
 - c. Obtained sewer specifications from Newton County Water and Sewer Authority and discussed their submittal and approval process for EPD approval.

Please call or email me if you have questions about any of the items listed above.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS